

Brothers, Robert

From: Yasensky, Jay
Sent: Tuesday, February 09, 2010 3:18 PM
To: Brothers, Robert
Cc: Michael, Jean; Koloseus, Carolyn; Felix, Paul
Subject: CHRO Funding issues

Hi Bob,

We at DAS were instructed by OPM that they will need a letter that will illustrate the following in order for them to consider releasing funds.....

- The time when operating funds will be exhausted. (if not given the refund for DoIT charges funds would probably have already been exhausted. Taking into consideration fixed costs such as rent and leases funds will most likely be gone in a month at best)
- What your needs are going to be to function between now to the year-end. (I provided this on sheet by account code with input from various departments here at DAS. We can revisit if you would like, especially go over fixed costs.
- Additional justification regarding any funding requests for items such as office supplies or any other purchases that may be looked upon as not as "not currently needed".

The same will be needed for payroll but I will wait until your reviewed all the roster info I sent over to you. Please feel free to contact us with any questions. I am here for you for assistance in this matter.

Jay